



Redruth Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT

Tel No: 01209-210038 e-mail: admin@redruth-tc.gov.uk

Town Mayor: Cllr R S Barnes

Town Clerk: C Caldwell

See Distribution

Our Reference:
RTC/400/1/Mtg
Date:
19th June 2024

Dear Councillor

Monthly Meeting of the Redruth Town Council – 24th June 2024

You are summoned to attend a Meeting of the Redruth Town Council to be held in The Langman Room, Redruth Civic Centre, Alma Place on Monday 24th June 2024. Proceedings will commence at 7:00pm.

The Agenda and associated papers are enclosed for your reference and information.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'C. Caldwell', followed by a long horizontal flourish.

Charlotte Caldwell
Town Clerk

Enclosures

Agenda and associated documentation

Distribution:

Action:

All Redruth Town Councillors

Information:

Press & Public

Cornwall Councillors (Redruth EDs)

Monthly Meeting of the Redruth Town Council
24th June 2024
AGENDA

PART I - PUBLIC SESSION

1. To receive apologies for absence
2. Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda
3. Public participation session – to enable the public to put questions to the Council relating to any items on the agenda
4. To receive a presentation from Vicki Webb on the Community Junior Netball project
5. To receive reports from Cornwall Council Divisional Members on their work within Redruth
6. To receive announcements and communications from the Town Mayor and Town Clerk
7. To receive correspondence
 - Community petition for a Post Office and Banking Hub
 - To consider the question from the charity Carefree "How is Redruth Town Council promoting better outcomes for Children in Care and Care leavers?"
8. To confirm the Minutes of the Monthly meeting of the Council held on 20th May 2024 (Minutes attached)
9. To receive the Minutes as reports of the following committees and meetings, and to accept and approve the Recommendations and Resolutions contained within the Minutes of the:
 - Annual Town Meeting – 20th May 2024 (Minutes attached)
 - Annual Meeting – 20th May 2024 (Minutes attached)
 - Engagement Committee – 13th May 2024 (Minutes attached)
 - Operations Committee – 3rd June 2024 (Minutes attached)
10. To consider the Town Clerk's report (report attached)
11. Youth Council Update (report attached)
12. To consider the future of the 'Meet Your Councillor' events (report attached)
13. To consider the adoption of the new Financial Regulations (attached)
14. To consider and approve the schedule of payments (see attached schedule)

PART II – PRIVATE SESSION – Exclusion of the Press and Public

The Council is invited to pass the following resolution:- That pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the following item of business, by reason of the confidential nature of the business to be transacted

15. To receive a verbal report from the Town Clerk on the subject of the Clocktower
16. To consider the draft Employer Discretion Policy (policy attached)

REDRUTH TOWN COUNCIL

REPORT FOR: Meeting of the Council 24th June 2024

1.0 **SUBJECT OF REPORT: Report from C. Cllr Stephen Barnes**

2.0 **SUMMARY OF IMPLICATIONS**

- | | | | |
|----|-----------|---|----|
| a. | Policy | - | No |
| b. | Financial | - | No |
| c. | Legal | - | No |

3.0 **REPORT**

- 3.1 On 4th June, I attended a CAP (Community Area Partnership) meeting with some of the members on-line.

I then went to Bethel Church to see some of the problems that they face on a daily and weekly basis. They are now victims of their own success and have outgrown the facilities that they have at their disposal.

On 5th, I attended as a member of Redruth Speedwatch in Clinton Road. We could only report one vehicle speeding, but saw many vehicles test their brakes and ride their suspensions. I am sure that many are not aware that the speed limit in Clinton Road is 20mph.

On 11th it was the first meeting of Corporate Finance & Performance Overview and Scrutiny Committee, formerly the Customers and Overview and Scrutiny Committee.

On 12th, I attended the Cabinet meeting and questioned the logic behind their decision to outsource Newquay Airport to private entrepreneurs. Needless to say, they intend to press on regardless.

On 13th I attended a meeting of the new Redruth Town Team formerly known as HSAZ.

On 21st I have a Miscellaneous Licensing meeting at Bodmin.

On 25th I have another member CAP meeting in the morning. In the afternoon I have a Bio Blitz at New County Hall.

On 28th, I will be attending the landscaping and boat planting project which Treleigh School are actively participating in, during the morning. I will then be attending Creative Kernow at Krowji, in the afternoon.

REDRUTH TOWN COUNCIL

REPORT FOR: Meeting of the Council 24th June 2024

1.0 **SUBJECT OF REPORT: Report from C. Cllr Barbara Ellenbroek**

2.0 **SUMMARY OF IMPLICATIONS**

- | | | | |
|----|-----------|---|----|
| a. | Policy | - | No |
| b. | Financial | - | No |
| c. | Legal | - | No |

3.0 **REPORT**

3.1 Glendale Crescent

There is currently an investigation into a possible mining feature at the entrance to Glendale Crescent. It is hoped that this will be completed in early July

3.2 Redruth School

The new Area Resource Base will officially open in September at the start of the new School year. It is already being used by some of the existing Redruth School students and is looking really lovely. The finish and quality of the work is to a very high standard, resulting in a high-quality learning space.

3.3 Murdoch Day

A lovely day, and a busy one at the Redruth Information Hub. Well done to all for another fantastic Redruth event

3.4 Redruth Town Team

We had our first meeting after the end of the Redruth HAZ project, and I am delighted to say that the enthusiasm and energy levels are as high as they always were. Our focus now will be on having plenty of projects that are well developed so that whatever happens on July 4th we will be ready to carry on with applying for funds.

3.5 Stu Flowerday

I was really sorry to hear that Stu will be leaving the Redruth Neighbourhood Team, although he is now joining a Cornwall wide Neighbourhood Team, so he will still be around. The Police are currently recruiting for his replacement. Stu has been a real asset to Redruth and I do wonder if it might be a nice gesture to send a letter of appreciation for his service to Redruth to Superintendent Ben Deer from the Town Council?

3.6 Safer Camborne and Redruth Tuesday 18th June

I attended this meeting today, and the Police are still carrying out drug searches, several arrests have been made. They are also following up on Shoplifting cases and illegal sales of vapes to children. What they do ask (again) is that all crimes are reported to them, instead of being posted on Social Media. They cannot do anything if they do not have the information about where crimes are taking place.

As part of the meeting there was a discussion about suicide attempts on the bridges over the A30 in our area. Although this is often not reported in the media it is something that does affect our communities and residents. The partnership will do some investigation into what other areas are doing to see if this could be a project for us.

Redruth Town Mayors Report

24th June 2024

On 1st June, I joined in the commemorations to honour those that took part in D-Day. This was held at Trebah Gardens near Falmouth. I was especially pleased to attend, as I had an uncle of mine who landed on D-Day. My uncle Edgar Fuller was one of the lucky ones who survived the war and returned to his loved ones in Padstow.

On 6th June, I attended two events to commemorate D-Day at The Miners Statue in Fore Street. The first was at 8.00am where I was ably supported by Max our Town Crier. The second was at 8.00pm where we had some more support from RBL and ATC members. I think that our commemoration was very fitting and dignified and an event the town could be proud of.

On 10th June, we had an initial meeting with the Mayor of Camborne along with the Camborne Town Clerk. I was ably supported by our Town Clerk. We decided to see how we can work more closely together so that we can possibly save money and get better value for our residents. At the next meeting we will be looking at our facilities teams in particular.

Saturday was this year's Murdoch Day. How marvellous it was. After early morning rain to keep the dust down the clouds parted and the sun shone on the righteous and a glorious day followed. The streets were crowded with well-wishers. It was nice to see so many happy faces in the crowd. After resting in Murdoch House with a refreshing cup of tea, I went up through the town and spoke to many stall holders, who seemed very happy. When our organised celebrations ended, they carried on at The St Rumon's Club.

On 23rd, I will be attending the Truro Civic Service, in the Cathedral.

On 24th is the Full Council meeting of Redruth Town Council, and this is preceded by a presentation to a special lady, Sarah Bolton who will receive a Long Service Award for her 35 years of service in the Library Service to the people of Redruth and neighbouring villages. We are so fortunate to have such a special person working for us.

On 25th, I have been invited to the Annual KS4 Presentation at Redruth School.

On 29th, I have Mazey Day in the morning in Penzance. In the afternoon, I have been invited to a Garden Party at Trewithen as guest of the High Sheriff of Cornwall.



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Tel No: 01209-210038 e-mail: admin@redruth-tc.gov.uk

Town Mayor: Cllr R S Barnes

Town Clerk: Ms C Caldwell

Minutes of The Annual Town Meeting held in the Redruth Civic Centre
on Monday 20th May 2024

Present:	Cllr S Barnes	Town Mayor	Chair
In Attendance:	Cllr A Biscoe		
	Cllr H Biscoe		
	Cllr P Broad		
	Cllr M Brown		
	Cllr B Ellenbroek		
	Cllr K Grasso		
	Cllr D Reeve		
	Cllr I Thomas		
	Ms C Caldwell	Town Clerk	
	Ms A Hunt	Operations Officer	
	Ms S White	Engagement Officer	
	Mrs H Bardle	Responsible Finance Officer	
	Miss A Lamming	Events & Marketing Manager	
	Miss K O'Dell	Administration Assistant	
	Mr M Morrison	Town Crier	
	Mr D Payne	Local Resident	
	Mr K Lown	Local Resident	
	Ms S Clasper	Local Resident	
	Ms S Sullivan	Local Resident	
	Ms A Pascoe	Local Resident	
	Mrs M Tremayne	Local Resident	
	Ms C Brooking	Local Resident	
	Ms S Hill	Local Resident	
	Ms V Kent	Local Resident	

The Town Crier announced the beginning of the Annual Town Meeting and introduced the Mayor. The Mayor thanked everyone for attending and invited members of the public gallery to speak.

Ms Clasper introduced herself as a local business owner who strongly believes in recycling and repairing things. Her personal objective was to help repair Redruth. She had signed up to the Climate Action Group and would be attending the first meeting being held at the end of May.

Mrs Tremayne raised accessibility issues within the town pointing out that it was exceptionally difficult for wheelchair users to access Redruth from New Cut car park, especially since the alleyway next to the old Clotworthy's building had been closed. She also stated the disabled toilet in New Cut was not practical for a wheelchair user and asked whether there were any plans for the facility to be

improved. Cllr Ellenbroek had met with Building Control earlier that afternoon regarding the alleyway closure and advised that pressure was on Cornwall Council to get it re-opened. Cllr Ellenbroek said if Mrs Tremayne sent her an email she would gladly forward it on. The Town Clerk explained that the Town Council had previously had to return some funding in relation to the toilets but a national window for bids would be opening soon. A bid writing team had been set up and monthly updates would be given.

Mr Lown encouraged the Town Council to keep the toilets free to use as it was an advantage to the town.

Ms Sullivan introduced herself as the owner of RED Pottery and a member of Totally Locally. She asked if more could be done to signpost people to the bottom end of the town. Since the building work at Clotworthy's had commenced, trades had been parking everywhere and with the scaffolding up it has looked as though the bottom of the town is closed off. She was concerned that when The Buttermarket reopened even less custom would reach them. It was confirmed that the Town Council was looking into signage for the town. Ms Kent added that The Buttermarket would also have signs up.

Cllr Thomas arrived at the meeting at this point.

Ms Clasper said that there were no signs to Kresen Kernow at the bottom of town. Cllr Ellenbroek said signposting was part of the HSHAZ (High Street Heritage Action Zone) and the Engagement Officer added that fingerposts had been put up, with one located by Warrens Bakery. The Town Council was in possession of some ironwork with 'Kressen Kernow' on, which had been offered to the archive centre. Cllr Tremayne said when Kresen Kernow was first built signage was mentioned but agreed that it needed to be pushed now.

Ms Wilkins spoke about 'Incredible Edible' and an event that started running at The Art Room in February. Ms Wilkins explained that every other month a soup night is held and everyone attending gets fresh homemade soup and bread from local businesses. Everyone puts £10 in a jar and people pitch their ideas to those present. Those ideas are then voted on anonymously. Three people/organisations got to pitch their ideas and to date £300 has been donated. No forms need to be filled out. Ms Wilkins invited everyone to come along and spread the word about it.

Mr Lown asked about help for drug and homelessness issues. In his opinion a safety net is needed to protect people, especially the young people in the town. The Town Clerk said that herself and two others will be visiting Wigan next month. Wigan Council have a project called The Brick and it is believed that useful ideas that could be implemented in Redruth.

Ms Pascoe said it was lovely to welcome the new Town Clerk to Redruth, that the vibe around Redruth feels positive and effort should be made to talk up the town. She also praised the work that the Town Council do with events. She suggested that at Christmas it would be lovely to get lights on the trees as there are so many in the town. She said that it would be particularly welcoming to shoppers if they could be put up along the avenue of trees from New Cut car park and it would add to the night-time economy.

Mr Morrison brought up the issue of safe spaces for young people. He believed that the root of the problem is that there are no safe spaces for them, so they end up hanging out on the street in groups which then appears intimidating to others, even when the young people are not doing anything. He would like a space close to the town centre which would be free to access and with no need to have permission from parents or guardians. The Town Clerk drew attention to the Youth Café Hideaway 77 which is hoping to expand. Cllr Tremayne said there is a safe space at Gwealan Tops, but adults are there for safeguarding purposes as spaces designated safe for young people can attract those with

ulterior motives and getting the balance between freedom and safety is a challenging one. Cllr Ellenbroek said she is the Cornwall Council Cabinet Member for Children and Families. She said it is universally acknowledged a safe space not dominated by grown ups is needed. She encouraged Mr Morrison to speak with his peers and feedback what they need. Cllr Grasso asked Mr Morrison how young people find out what goes on in the town and how that communication could be improved. Mr Morrison replied a lot is by word of mouth and that if the Town Council wanted more young people to attend, the advertisements need to showcase the more fun elements that they would be engaged with. For example, the recent Pride Day was well attended by young people as it was known that there would be lots of fun activities.

Cllr Broad arrived at the meeting at this point.

Ms Hill said that now we have a 21st Century Town Crier things could be advertised by him in other ways than just his voice, such as an Instagram page. Cllr Ellenbroek added Redruth Town Council are one of only a few Councils that have a Youth Council and encouraged everyone to engage with them.

The following written questions and ideas were submitted and read out by the Town Clerk.

Nicola Phillips from Daisy Rain Vintage submitted two questions:

1. What is being done to secure the return of a Post Office outlet in the town centre?
2. What are the plans for a banking hub in the town centre?

Redruth Youth Council had submitted the following questions and ideas:

Transport:

Could the Council please work to obtain more accessible transport to places like Portreath?

Pedestrian safety is a real issue in several locations, including the Portreath Road and Drump Road. We ask the Council to improve safety and publicise alternative options to working on the road where available.

Please put pressure on to get potholes fixed.

Leisure:

The Youth Council believes that Redruth should be vibrant with facilities and activities to bring people into town. Could the Council please support:

- Creating more low-cost entertainment facilities, including places to sit down and eat in the evenings and activities for under-18s, particularly at the weekends when we feel there isn't much to do
- Developing shopping options to ensure that local residents are able to purchase what they want without having to travel outside the parish and supporting existing businesses to develop
- Encouraging small businesses and shops to come to Redruth

We would like Redruth to grow its festivals and events. Could the Council:

- Introduce an annual 'Redruth Day' where we can all celebrate the good things about our town?
- Introduce a 'Festival of Making'
- Bring festivals along the lines of Tropical Pressure to Redruth

Please make use of spaces like St Rumon's Gardens

Environment:

We ask the Town Council to plant more trees and flowers in its own spaces and support the planting of more trees and flowers across the parish.

We also ask you to support the transformation of the Clotworthy's site into a town centre green space.

Why are there no recycling bins in the town?

Other:

Could you please set out some of the bigger issues you are currently dealing with?

Please support the ending of period poverty in Redruth, ensuring that those that need them have access to period products. We believe that the Town Council should openly support this campaign and publicise the efforts of those already working towards this goal.

Where has the town patrol gone? Were they effective?

Ms Clasper asked if the responses to those questions would be made available to members of the public. The Town Clerk replied that they will be put on the website and hard copies made available as she appreciates not everyone has access to online services.

Cllr Barnes thanked everyone who attended the meeting for taking the time to come and share their thoughts with Redruth Town Council and encouraged the public to continue to attend Council meetings and engage with Town Councillors.

The Council will consider these written questions at the next Full Council and provide answers to the Youth Council. The Engagement Officer has visited the lady who raised the questions about the post office and Banking Hub to provide an update. This will be documented at the next Full Council meeting.

Town Mayor



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Town Mayor: Cllr R S Barnes

Town Clerk: Ms C Caldwell

Minutes of the Annual Meeting of the Redruth Town Council held in the Redruth Civic Centre on
Monday 20th May 2024

Present:	Cllr S Barnes	Chair
	Cllr A Biscoe	
	Cllr H Biscoe	
	Cllr P Broad	
	Cllr M Brown	
	Cllr B Craze	
	Cllr B Ellenbroek	
	Cllr K Grasso	
	Cllr D Reeve	
	Cllr C Skinner	
	Cllr I Thomas	
	Cllr W Tremayne	

In attendance:	Ms C Caldwell	Town Clerk
	Ms S White	Engagement Officer
	Ms A Hunt	Operations Officer
	Mrs H Bardle	Responsible Finance Officer
	Miss K O'Dell	Administrative Assistant
	Mr M Morrison	Town Crier
	Inspector L Brown	Police Sector Inspector
	Ms S Clasper	Local Resident
	Ms S Hill	Local Resident
	Ms V Kent	Local Resident
	Mr J Morrison	Local Resident
	Mr L Wills	Local Resident
	Mr M Bailey	Local Resident

PART I – PUBLIC SESSION

1581.1 To receive nominations and to elect the Town Mayor of Redruth for the Council Year 2024-2025

1581.1.1 Unanimously RESOLVED to elect Cllr Barnes as the Town Mayor of Redruth for the Council Year 2024-2025 [Proposed Cllr Brown; Seconded Cllr H Biscoe]

1581.2 To receive the Town Mayor's Declaration of Acceptance of Office

Cllr Barnes took his Declaration of Acceptance of Office before all Members, witnessed by the Town Clerk.

- 1581.3 **To receive nominations and to elect the Deputy Town Mayor of Redruth for the Council Year 2024-2025**
- 1581.3.1 Unanimously RESOLVED to elect Cllr A Biscoe as the Deputy Town Mayor of Redruth for the Council Year 2024-2025 [Proposed Cllr Barnes; Seconded Cllr Thomas]
- 1581.4 **To receive apologies for absence**
- Apologies were received from Cllrs Garrick and Major.
- 1581.5 **To receive an address from the Town Mayor, including appointment of Town Mayor's Consort**
- Cllr Barnes spoke about his first year as Town Mayor, which included updating Members about his recent Twinning trip to Brittany in France.
- Cllr Barnes confirmed that his consort for the Council Year 2024-2025 would be his daughter Sarah Barnes.
- 1581.6 **Review of Town Council's Standing Orders**
- A report was circulated prior to the meeting. The Town Clerk read out the recommended changes to Standing Orders for members of the public present.
- 1581.6.1 Unanimously RESOLVED to accept the recommendations to amend the Town Council's Standing Orders [Proposed Cllr Barnes; Seconded Cllr A Biscoe]
- 1581.7 **Review of the terms of references for committees; and of delegation arrangements to committees, and employees**
- A report was circulated prior to the meeting.
- 1581.7.1 Unanimously RESOLVED to accept the recommendation that the terms of references for committees, and the delegation arrangements to committees and employees, as reviewed, adequately meet the Council's current requirements [Proposed Cllr Barnes; Seconded Cllr A Biscoe]
- 1581.8 **To elect Members for the following committees and from those members elected to elect a Chair, and Vice Chair, respectively.**
- The appointments to the Council's Standing Committees were dealt with in accordance with the attached Annex A to these minutes.
- 1581.8.1 **Operations Committee**
- Unanimously RESOLVED to elect Cllr Tremayne as Chair of the Operations Committee [Proposed Cllr H Biscoe; Seconded Cllr Thomas]
- Unanimously RESOLVED to elect Cllr A Biscoe as Vice Chair of the Operations Committee [Proposed Cllr Barnes; Seconded Cllr Thomas]
- 1581.8.2 **Engagement Committee**
- Unanimously RESOLVED to elect Cllr Garrick as Chair of the Engagement Committee [Proposed Cllr H Biscoe; Seconded Cllr Thomas]
- Unanimously RESOLVED to elect Cllr H Biscoe as Vice Chair of the Engagement Committee [Proposed Cllr Thomas; Seconded Cllr Ellenbroek]
- 1581.8.3 **Planning Committee**
- Unanimously RESOLVED to elect Cllr H Biscoe as Chair of the Planning Committee [Proposed Cllr Barnes; Seconded Cllr Thomas]
- Unanimously RESOLVED to elect Cllr Tremayne as Vice Chair of the Planning Committee [Proposed Cllr H Biscoe; Seconded Cllr A Biscoe]

1581.8.4 **Finance Committee**

Unanimously RESOLVED to elect Cllr Barnes as Chair of the Finance Committee [Proposed Cllr Thomas; Seconded Cllr Tremayne]

Unanimously RESOLVED to elect Cllr Craze as Vice Chair of the Finance Committee [Proposed Cllr Barnes; Seconded Cllr H Biscoe]

1581.8.5 **Staffing Committee**

Unanimously RESOLVED to elect Cllr Brown as Chair of the Staffing Committee [Proposed Cllr Barnes; Seconded Cllr H Biscoe]

Unanimously RESOLVED to elect Cllr Garrick as Vice Chair of the Staffing Committee [Proposed Cllr Brown; Seconded Cllr H Biscoe]

1581.9 **To appoint members to represent the Council on all outside organisations**

1581.9.1 Unanimously RESOLVED to appoint members to represent the Council on all outside organisations in accordance with the attached Annex B to these minutes [Proposed Cllr Barnes; Seconded Cllr A Biscoe]

1581.10 **To receive reports from Members representing the Council on outside organisations**

Cllr Barnes gave an update on the Redruth Community Centre Association. It had been a difficult time during and recovering from the Covid pandemic, but things were now moving in a positive direction. The Association was actively applying for bids to improve the main hall and were building a strong team.

1581.11 **To review the Members' Register of Interests for all Members**

Those Members present reviewed their Members' Register of Interests and returned them to the Town Clerk.

1581.12 **To appoint six Members to act as authorised signatories on the Council's financial documents.**

The Town Clerk stated the members currently authorised are Cllr A Biscoe, Cllr H Biscoe and Cllr Tremayne. As two of the members are married, for best practice, four more signatories are required.

1581.12.1 Unanimously RESOLVED that Cllrs Barnes, Broad, Garrick and Thomas act as authorised signatories on the Council's financial documents [Proposed Cllr A Biscoe; Seconded Cllr H Biscoe]

1581.13 **To approve the following changes to the bank mandate: (i) To allow any three signatories to sign documents; (ii) To authorise the application for the new Town Clerk to be added to the mandate.**

1581.13.1 Unanimously RESOLVED to approve both changes to the bank mandate [Proposed Cllr A Biscoe; Seconded Cllr H Biscoe]

Chairman

Redruth Town Council
Committee Membership - Council Year 2024-2025

<u>Operations</u>	<u>Engagement</u>	<u>Planning</u>	<u>Finance</u>	<u>Staffing</u>
Cllr Tremayne (Chair)	Cllr Garrick (Chair)	Cllr H Biscoe (Chair)	Cllr Barnes (Chair)	Cllr Brown (Chair)
Cllr A Biscoe (Vice-Chair)	Cllr H Biscoe (Vice-Chair)	Cllr Tremayne (Vice-Chair)	Cllr Craze (Vice Chair)	Cllr Garrick (Vice-Chair)
Cllr Barnes	Cllr Barnes	Cllr Barnes	Cllr A Biscoe	Cllr Barnes
Cllr H Biscoe	Cllr A Biscoe	Cllr A Biscoe	Cllr H Biscoe	Cllr A Biscoe
Cllr Broad	Cllr Broad	Cllr Craze	Cllr Brown	Cllr H Biscoe
Cllr Brown	Cllr Craze	Cllr Grasso	Cllr Garrick	Cllr Craze
Cllr Craze	Cllr Ellenbroek	Cllr Major	Cllr Grasso	Cllr Thomas
Cllr Ellenbroek	Cllr Grasso	Cllr Thomas	Cllr Thomas	Cllr Tremayne
Cllr Garrick	Cllr Major		Cllr Tremayne	
Cllr Major	Cllr Reeve			
Cllr Reeve	Cllr Skinner			
Cllr Skinner	Cllr Thomas			
Cllr Thomas				

Town Mayor and Deputy Town Mayor have ex-officio appointments on all committees, which include voting rights.

REDRUTH TOWN COUNCIL

Members appointed to represent the Council on outside bodies 2024-2025

CALC	Cllr Reeve; Cllr A Biscoe; Town Clerk
SLCC	Cllr A Biscoe; Cllr Reeve Town Clerk
Redruth Chamber of Commerce	Cllr Brown; Cllr Broad
Redruth Community Centre Association	Cllr Barnes; Cllr Craze; Cllr Broad
Redruth & District Twinning Association (France)	Cllr Barnes
CCTV Working Group	Cllr A Biscoe; Cllr H Biscoe; Town Clerk; Engagement Officer
Redruth Town Team	Cllr Barnes; Cllr Reeve; Town Clerk; Engagement Officer
Redruth 2000 (Murdoch House)	Vacant
Community Area Partnership	Cllr Thomas; Cllr Reeve
Police Liaison Group	Cllr A Biscoe; Cllr H Biscoe
Friends of Victoria Park	Cllr H Biscoe; Vacant
Redruth-Real del Monte Twinning Association	Cllr Tremayne
Friends of Gwealan Top	Cllr Ellenbroek; Cllr Garrick; Cllr Reeve
Place Shaping Board	Cllr Reeve
Safer Towns	Cllr Grasso; Cllr Garrick; Engagement Officer
CPIR Climate Group	Cllr Reeve
Youth Cafes Cornwall CIC	Cllr Thomas (appointment for duration of Council)
Geothermal Project	Cllr Tremayne; Cllr Reeve
South Crofty Mine Liaison Group	Cllr H Biscoe; Cllr Barnes
The Ladder Advisory Board	Cllr Ellenbroek; Cllr Reeve
Hallenbeagle Community Liaison Group	Cllr Barnes; Cllr Brown; Cllr Garrick; Cllr H Biscoe; Cllr Major; Cllr Tremayne
Royal British Legion	TBC



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Town Mayor: Cllr R S Barnes

Town Clerk: Ms C Caldwell

Minutes of a Meeting of the Redruth Town Council held in the Redruth Civic Centre on
Monday 20th May 2024

Present: Cllr S Barnes
Cllr A Biscoe
Cllr H Biscoe
Cllr P Broad
Cllr M Brown
Cllr B Craze
Cllr B Ellenbroek
Cllr K Grasso
Cllr D Reeve
Cllr C Skinner
Cllr I Thomas
Cllr W Tremayne

Chair

In attendance: Ms C Caldwell
Ms A Hunt
Ms S White
Mrs H Bardle
Miss K O'Dell
Inspector L Brown
Mr M Bailey
Mr L Wills
Ms S Clasper
Three other local residents were also in attendance

Town Clerk
Operations Officer
Engagement Officer
Responsible Finance Officer
Administrative Assistant
Devon & Cornwall Police
RR Transport Ltd
Conway Bailey Transport Ltd
Local Resident

PART I – PUBLIC SESSION

1582.1 To receive apologies for absence

Apologies were received from Cllrs Garrick and Major.

1582.2 Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda

None were declared.

1582.3 Public participation session – to enable the public to put questions to the Council relating to any items on the agenda

Mr Bailey spoke regarding PA24/02338 as the owner of RR Transport and Conway Bailey Transport. He explained that the application would enable the storage of hazardous substances on site. The substances to be stored were brake fluid and de-

icer. The building would be purpose built to house a water sprinkler system that would be fully monitored. Fire Safety and the HSE were both involved. Cllr H Biscoe asked if the office space was to be used and Mr Bailey replied that it would. It was planned to tidy the overgrown areas outside the building and to plant trees and shrubs around the perimeter. Cllr H Biscoe offered to forward the contact details of the contractor who had previously maintained the area to Mr Bailey so that wild orchids could be located and preserved.

Ms Clasper spoke regarding PA23/08436. The site in question was located in the parish of Portreath but Ms Clasper believed that Redruth Town Council should be aware as a neighbouring parish. She wished to strongly object to the proposals for housing in an area which hadn't been built on in fifty years and had become a wildlife haven. The consultation period was now closed, but Ms Clasper and many other local residents had objected on the planning portal. Cllr Reeve asked if Redruth Town Council could send a letter stating that this was not an application it would support. The Town Clerk advised that the application would need to be formally considered by the Planning Committee.

Inspector Brown gave a verbal update on policing issues, including instances of criminal damage, antisocial behaviour, and drugs. Cllr Tremayne asked about resources and Inspector Brown replied that the more crimes are reported, the more resources would be available. Cllr Ellenbroek had recently attended a Police Liaison Group meeting where training relating to domestic violence was discussed. She said it was one of the most engaging and interesting sessions she had attended and added that it might be useful for all Councillors.

Cllr Barnes thanked Mr Bailey, Ms Clasper, and Inspector Brown for their time.

Inspector Brown left the meeting at this point.

1582.4 To receive reports from the Cornwall Council Divisional Members on their work within the Redruth parish.

A written report from Cllr Ellenbroek had been circulated prior to the meeting. Cllr Ellenbroek further advised that Sandy Lane should be fully opened later that week, which would alleviate congestion and speeding in other parts of the town. Cllr Barnes agreed and mentioned that his Speedwatch group would appreciate more volunteers. The report was noted.

A written report from Cllr Barnes had been circulated prior to the meeting. The report was noted.

Cllr Donnithorne had sent his apologies for not providing a report and advised that there was nothing to update from his previous report.

1582.5 To receive announcements and communications from the Town Mayor and the Town Clerk

The Mayor stated he had thoroughly enjoyed the Community Welcome Event held at the Civic Centre the previous week and thought it had been a wonderful evening.

The Town Clerk informed Councillors that Cormac would be holding an informal session regarding the mining project works being carried out at Wheal Rose, Scorrier on Wednesday 22nd May at Blackwater Village Hall. Councillors were asked to email cornwall.highways@cornwall.gov.uk if planning to attend.

1582.6 To receive correspondence

1582.6.1 *Land off Gladstone Terrace*

The Town Clerk read out correspondence from Cornwall Council and asked Councillors for their response.

RESOLVED by Majority not to declare any interest in the asset. [Proposed Cllr Brown; Seconded Cllr H Biscoe] Cllr Barnes voted against; Cllr Thomas abstained.

1582.6.2 *Cornwall Council – PA24/02038 Proposed change use of ground floor former retail shop area known as ‘Harvey’s Newsagents and Tobacconists’ to be integrated within existing dwelling occupying ground, lower ground and first floor levels of the same property at 7 Bond Street, Redruth.*

RESOLVED by Majority to request that the application is referred to the Cornwall Council Planning Committee [Proposed Cllr H Biscoe; Seconded Cllr Barnes] Cllrs Broad, Craze and Tremayne voted against; Cllrs Grasso, Skinner and Thomas abstained.

1582.6.3 *Licensed Premises Schedule*

Unanimously RESOLVED to support application LI24_002526, The Buttermarket, Station Hill [Proposed Cllr Brown; Seconded Cllr H Biscoe]

1582.6.4 *Pre-Application Schedule.*

The schedule was noted.

1582.7 To confirm the Minutes of the Monthly meeting of the Council held on the 29th April 2024

1582.7.1 Unanimously RESOLVED to confirm the Minutes of the Monthly meeting of the Council held on the 29th April 2024 as a true and accurate record of proceedings [Proposed Cllr Barnes; Seconded Cllr Thomas].

1582.8 To receive the Minutes as reports of the following committee meetings, and to accept and approve the Recommendations and Resolutions contained within the minutes of:

1582.8.1 *Finance Committee – 22nd April 2024*

Unanimously RESOLVED that the Minutes of the Finance Committee held on the 22nd April 2024 are received and the Recommendations and Resolutions are accepted and approved [Proposed Cllr Barnes; Seconded Cllr Craze].

1582.9 To consider the Town Clerk’s report

The Town Clerk reminded those present about Code of Conduct training and stated that all Councillors would be asked to undergo a DBS check.

The Town Clerk asked for volunteers to be part of a Task and Finish group to create and finalise an Emergency Management Plan. Cllrs A Biscoe, Thomas, Barnes, and Brown volunteered.

The remainder of the report was noted.

Mr Payne left the meeting at this point.

1582.10 To receive the Quarter 4 2023-2024 Internal Audit Report from the Finance Committee

A report had been circulated prior to the meeting. The report was noted.

1582.11 To review the Internal Auditor's report for the Year Ending 31st March 2024

A report had been circulated prior to the meeting. The report was noted.

1582.12 To approve the continued appointment of the Independent Internal Auditor for the three-year term of engagement

1582.12.1 Unanimously RESOLVED to approve the continued appointment of the Independent Internal Auditor for the three-year term of engagement [Proposed Cllr H Biscoe; Seconded Cllr Brown].

1582.13 To confirm there are no conflicts of interest with the External Auditing company 'BDO'

None were declared.

1582.14 To approve the Council Accounts for Year Ending 31st March 2024 – Annual Governance and Accountability Return, Section 1; Annual Governance Statement 2023-2024

1582.14.1 Unanimously RESOLVED to approve the Council Accounts for Year Ending 31st March 2024 – Annual Governance and Accountability Return, Section 1; Annual Governance Statement 2023-2024 [Proposed Cllr Barnes; Seconded Cllr H Biscoe].

1582.15 To approve the Council Accounts for Year Ending 31st March 2024 – Annual Governance and Accountability Return, Section 2; Accounting Statements 2023-2024 and associated documents

1582.15.1 Unanimously RESOLVED to approve the Council Accounts for Year Ending 31st March 2024 – Annual Governance and Accountability Return, Section 2; Accounting Statements 2023-2024 and associated documents [Proposed Cllr Brown; Seconded Cllr H Biscoe].

1582.16 To approve the Schedule of Payments

Unanimously RESOLVED to approve the Schedule of Payments [Proposed Cllr Barnes; Seconded Cllr H Biscoe].

1582.17 To consider the planning applications

The planning applications were dealt with in accordance with the attached Annex A

Chairman

REDRUTH TOWN COUNCIL - PLANNING SCHEDULE

ANNEX A

All references for PA24/ unless otherwise stated.

Meeting: Monday 20th May 2024

REF NO	CC REF	SITE	PROPOSAL	DECISION
LIST 1 Unanimously RESOLVED that Recommendations on List 1 are supported en bloc. [Proposed Cllr H Biscoe; Seconded Cllr Tremayne]				
1	08622 (PA23)	11A Green Lane	Conversion and extension of existing shop to form residential apartment	Supported
2	02404	2-4 Clinton Road	Listed building consent for proposed installation of new passenger lift, disabled WC and associated works	Supported
3	02444	7 Green Lane	Proposed conversion of lower ground floor to form a single bedroom residential apartment	Supported
4	02002	The Nook, Wheal Montague, North Country	Erection of a detached dwelling with a double garage with a workshop above	Supported
5	03191	Stanley Way, Cardrew	Prior notification for proposed removal of the existing 15m lattice tower and the installation of a replacement 20m high lattice tower with a new headframe along with 6no. antennas and 1no. 600mm transmission dish plus ancillary development thereto	Supported

6	02319	Windy Ridge, Radnor Road	Retention of livestock shelter and feed shed	Supported
7	02709	5 Clarence Villas, Mount Ambrose	Proposal to add a tiled pitched roof to garage. Close up window and door openings and render wall finish. Replace courtyard opening with bi-fold doors.	Supported
8	01051	Homestead, 27 Treskerby	Double storey side extension and new vehicle access	Supported
9	01919	11 Hoskings Row	Installation of solar panels to the front pitched roof of the property	Supported
10	03404	7 St Stephens Crescent, Treleigh	First floor bedroom on timber clad columns	Supported
LIST 2				
11	02338	RR Transport Limited, 59 Cardrew Industrial Estate, Cardrew Way	Hazardous substance consent for storage of P3A flammable aerosols	Unanimously RESOLVED to support the application [Proposed Cllr A Biscoe; Seconded Cllr Ellenbroek]



Redruth Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT

Tel No: 01209-210038 e-mail: admin@redruth-tc.gov.uk

Town Mayor: Cllr R S Barnes

Town Clerk: C Caldwell

Minutes of the Redruth Town Council Engagement Committee held at Redruth Civic Centre, Alma Place, Redruth on Monday 13th May 2024

Present: Cllr C Garrick
Cllr M Brown
Cllr B Ellenbroek
Cllr C Skinner
Cllr D Reeve
Cllr I Thomas

Chair

In attendance: Ms C Caldwell
Ms S White
Ms A Lamming
Mrs J Pelham-Wales
Cllr K Grasso

Town Clerk
Engagement Officer
Events and Marketing Manager
Administration Assistant

PART I – PUBLIC SESSION

1580.1 To receive apologies for absence

Apologies were received from Cllrs Barnes, A Biscoe, H Biscoe, Broad, Craze and Major.

1580.2 Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda

None were declared.

1580.3 Public participation session – to enable the public to put questions to the Committee relating to any items on this Agenda

No members of the public were in attendance.

1580.4 To confirm the minutes of the meeting of the Meeting of the Engagement Committee held on 8th April 2024

1580.4.1 Unanimously RESOLVED that the minutes of the Engagement Committee Meeting held on the 8th April 2024 are received, and the recommendations and resolutions are accepted and approved [Proposed Cllr Thomas; Seconded Cllr Brown].

1580.5 To receive correspondence

No correspondence had been received.

1580.6 Verbal Report from the President of Redruth & District Chamber of Commerce on the work of the Chamber

The President of Redruth & District Chamber of Commerce was unable to attend the meeting. However, the Chamber of Commerce's last meeting was inquorate, therefore no business had been discussed.

1580.7. Reports from Members/Officers

1580.7.1 Report from the Engagement Officer on her department's work to date

A report was circulated prior to the meeting. The Engagement Officer gave a verbal update to Members regarding a Banking Hub. A temporary kiosk would be installed, with people able to make deposits, withdraw money and use it as a business banking solution. Cllr Thomas congratulated the Engagement Officer for her work on getting a temporary solution but asked for the Town Council to keep the pressure on, in order to obtain a full banking hub.

Cllr Thomas raised the subject of Police engagement and liaison. He felt that the ASB Officers in Redruth did not have enough time to be effective and further commented on the lack of foot patrols in Redruth. He suggested that the Town Council needed to think about street marshals. The street marshal contract had now finished, and any new service would need to be costed. Cllr Thomas went on to say that in his opinion some Town Councils appeared to be receiving more funding than Redruth Town Council. The Engagement Officer stated that the crime statistics suggested that Redruth had a lower crime rate than other areas. The Engagement Officer, along with Cllrs Garrick and Ellenbroek, encouraged everyone to report all crimes, however small, because the more crimes were reported, the more funding would be provided for ASB officers.

The report was noted.

1580.7.2 Report from the Events and Marketing Manager on her work to date

A report was circulated prior to the meeting. The Events and Marketing Manager thanked the Events and Marketing Co-ordinator for her hard work in making the 'Local Hero Awards' run smoothly. She reported that the Engagement Team were now busy planning Murdoch Day which would feature the Murdoch Day tune with 'a twist'. Volunteers were needed for the Climate Action Group at the end of May and to carry Tolgus The Lamb in the Murdoch Day parade. The Town Clerk advised that members of the Youth Café were keen to do this. Cllr Thomas asked whether the new Murdoch Day Dance would be shown and taught and was informed that Lowender would teach it to those taking part. The Events and Marketing Manager also stated that plans were underway to commemorate the anniversary of D-Day on 6th June. She further advised that the Town Council had booked a series of six skate workshops at East End Playing Field over the Summer. Cllr Ellenbroek stated that this was brilliant news but asked about phase 2 of the skate park project.

Cllr Thomas brought up the use of hearing loop in the Council Chamber. The Town Clerk spoke about recording of meetings and the possible use of microphones.

Cllr Ellenbroek suggested that Redruth Youth Council consider working with Cornwall Council's Youth Council. She asked about widening its membership within the parish so that all young people were listened to and that it was fully inclusive.

Cllr Grasso suggested that Councillors visit schools and talk about what they do as she felt that young people did not feel listened to or heard. Cllr Grasso also suggested that young people could help the Council raise their profile.

Cllr Garrick reported that he had been with the Town Clerk to the Community Centre to meet members of the Memory Café. It had been an interesting meeting and he felt the elderly

were being somewhat overlooked as transport was a big issue for them in Redruth. He suggested launching a Community Transport Scheme at some point in the future.

The report was noted.

1580.7.3 Report from the Acting Library Manager on her department's work to date

A report had been circulated prior to the meeting. The Engagement Officer spoke on behalf of the Acting Library Manager, who had sent her apologies. The Engagement Officer had attended the Book Festival and stated that the event was very interesting. She commended the Library Team for their work. Cllr Brown thanked the Acting Library Manager for stepping up and for all the extra work she had done and was taking on. Cllr Reeve highlighted Caitlin Marshall for the work she had done with the Library and the authors. Funding for the event had come from Redruth Town Council and every young person had come away with a book.

Cllr Ellenbroek suggested that the library opening hours on a Saturday should be extended. The Engagement Officer replied that this was currently being considered and that some of the ideas being floated were possible seasonal opening or a late night once a week in the Summer.

Cllr Thomas wanted to make sure the Library still had a warm space during the winter, while Cllr Grasso stated that there was nowhere to go in a crisis. The Engagement Officer replied that there was provision at The Elms and also at the Church. The Library was increasingly being seen as a safe space for vulnerable residents who need additional support. The visit to The Brick in Wigan would be interesting in terms of bringing back replicable ideas.

The report was noted.

Chair



Redruth Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT

Tel No: 01209-210038 e-mail: admin@redruth-tc.gov.uk

Town Mayor: Cllr R S Barnes

Town Clerk: Ms. C Caldwell

Minutes of a Meeting of the Redruth Town Council Operations Committee held at Redruth Civic Centre, Alma Place, Redruth on Monday 3rd June 2024

Present: Cllr S Barnes Chair
Cllr Brown
Cllr B Craze
Cllr C Garrick
Cllr R Major
Cllr D Reeve
Cllr C Skinner
Cllr I Thomas

In attendance: Ms A Hunt	Operations Officer
Mr C Strugnell	Facilities Manager
Ms C Coomber	Administration Manager
Mrs J Pelham-Wales	Administration Assistant
Mr P Allison	Local Resident

PART I - PUBLIC SESSION

1583.1 Unanimously RESOLVED that Cllr Barnes act as Chair for the meeting, in the absence of the Chair and Vice Chair of the Operations Committee [Proposed Cllr Garrick; Seconded Cllr Brown].

1583.2 **To receive apologies for absence**

Apologies were received from Cllrs A Biscoe, H Biscoe, Broad, Ellenbroek, and Tremayne.

1583.3 **Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this agenda**

None were declared.

1583.4 **Public participation session – to enable the public to put questions to the Council relating to any items on the agenda**

Mr Allison queried the publishing of Councillors' contact details in the public domain. The Town Clerk stated that it had always been Redruth Town Council's policy to do this, but acknowledged there was a duty of care to Councillors in terms of their personal safety.

1583.5 To confirm the Minutes of the Meeting of the Operations Committee held on 4th March 2024

1583.5.1 RESOLVED by Majority to accept the Minutes of the Meeting of the Operations Committee held on 4th March 2024 as a true and accurate record of proceedings. [Proposed Cllr Thomas; Seconded Cllr Brown]. Cllrs Garrick and Skinner abstained as they had not been present at the meeting.

1583.6 To receive correspondence

A revised and updated version of the Redruth Town Council Data Protection Policy had been circulated as an addendum to the meeting papers.

1583.6.1 Unanimously RESOLVED that the updated version of the Redruth Town Council Data Protection Policy be approved. [Proposed Cllr Brown; Seconded Cllr Skinner].

1583.7 To receive a report from the Operations Officer

A report had been circulated prior to the meeting. The Operations Officer further advised that the anticipated timeframe for the requested transfer of the Strawberry Fields freehold to the Town Council remained as 18-24 months. Proposals for future provision at New Cut Public Conveniences would be brought to the Committee at an appropriate point, once funding options had been explored. No further update had been received from Cllr Donnithorne in relation to the possible devolution of Treskerby Playing Field.

The Operations Officer stated that the Community Welcome Event had been very positive and thanked Councillors for attending. A new information poster had been designed for the event, clarifying the respective responsibilities of both the Town Council and Cornwall Council. This would now remain on display on the Town Council's noticeboards and the Engagement Team would be asked to publicise it on social media. A booklet had also been compiled, incorporating key information about the Town Council. Additional copies were available for future use and for those who had been unable to attend the event. The Operations Officer thanked all officers for their hard work in the background with regard to the event and said that there had been some really engaging displays. The Operations Officer concluded her report by stating that the 'Meet your Councillor' pilot programme had now reached its end. Feedback would be provided to Councillors at an appropriate meeting of the Full Council.

The report was noted.

1583.8 To receive a report on the work of the Facilities Team

A report had been circulated prior to the meeting. The Facilities Manager advised that, following expert advice from a conservation and heritage expert, the Clock Tower would be closed until further notice due to concerns which needed to be addressed. This meant that the town clock would not be wound for the foreseeable future. A press release had been issued to explain the situation to local residents and businesses. A verbal update relating to the issues was given and photographs were shown by way of explanation. The Town Clerk stated that funding had been applied for, but this would inevitably take time. Councillors would be kept informed of progress.

The Facilities Team remained very busy completing routine tasking but had also been looking at how to develop the Town Council's spaces for the benefit of the community. A plan for East End Playing Field was shown to those present, with the aim being to create an open space which could be used by the community for leisure and recreational activities. Councillors asked various questions relating to the plans, which were answered by the Facilities Manager.

Finally, the Facilities Manager stated that the town floral display would be in place in time for Murdoch Day.

The remainder of the report was noted.

1583.9 To receive a report on the work of the Administration Department

A report had been circulated prior to the meeting. The Administration Manager advised that implementation of the new electronic HR system was going well and that a further update would be provided at the next meeting of the Staffing Committee. Members were updated on recent use of the defibrillator sited in the Civic Centre, which had demonstrated how important this facility was for the community. The Administration Manager confirmed that the device was part of the online “Circuit” listing of UK-wide defibrillators.

The remainder of the report was noted.

1583.10 To consider strategic objectives for the Operations Team for the year 2024-2025 and receive feedback on the strategic objectives set by the Operations Committee in March 2023

A report had been circulated prior to the meeting. The Operations Officer provided feedback in relation to progress against the strategic objectives set by the Committee during the previous Council year and thanked her team for their efforts over the previous twelve months. Members were asked to set objectives for the current year.

1583.10.1 Unanimously RESOLVED to set the following strategic objectives for the Operations Team for the year 2024-2025:

- Ensure that the Town Council acts in a sustainable and environmentally friendly way, whilst also meeting its climate priorities
- Strengthen partnerships with other Town and Parish Councils and community organisations, including sharing knowledge, resources and equipment
- Investigate opportunities for ‘little places’ for play equipment

[Proposed Cllr Barnes; Seconded Cllr Skinner].

1583.11 To receive a brief training session on GDPR and confidentiality by the Town Clerk

The Town Clerk gave a presentation to Councillors on the importance of GDPR and confidentiality. Councillors asked a number of questions, which were answered by the Town Clerk. Members were asked to contact the Town Clerk at any point if they had further questions or concerns.

Chair

REDRUTH TOWN COUNCIL

REPORT FOR: Meeting of Full Council on Monday 24th June 2024

SUBJECT OF REPORT: Town Clerk's Report

SUMMARY OF IMPLICATIONS

- | | | |
|----|-----------|----|
| a. | Policy | No |
| b. | Financial | No |
| c. | Legal | No |

1.0 TERMS OF REFERENCE

To report on progress during the period.

2.0 REPORT

2.1 A key area of work has been to make a formal request of Cornwall Council and expedite essential carpark works at Gwealan Tops in order to ensure a safe environment for all users. This has involved extensive liaison with Cornwall Council property services and the Portfolio Holder. I am pleased to report that works are commencing week commencing 17th June 2024.

I have devoted time to escalating a joint letter, from ourselves and Camborne Town Council, to the Portfolio holder at Cornwall Council regards the changes to the CCTV monitoring proposal once the service is no longer delivered at Tolvaddon through the fire service. A meeting with the Service Director is scheduled for 21st June to discuss this in more detail and I will report back at the next meeting.

I have spent considerable time this month meeting local community groups and stakeholders in order to identify areas for collaborative working and new projects. I have also been promoting the Council's new grant scheme widely.

The first meeting of the bid writing team has taken place and I have delivered a short training session to facilitate new knowledge and learning. It was agreed that the team will focus on the Community Ownership fund application for the Community Centre as a first step.

The first meeting of the Emergency plan team will take place on the evening of 10th July at 6:00-8:00pm at the Civic Centre. Thank you to Councillors who have volunteered to be a part of this group.

2.2 During the period, I have met with the Head of the Environment Service at Cornwall Council and there is a new opportunity for the Council to be more active in the devolution of assets, namely the parks in the parish that we do not currently own or manage such as Victoria Park. The discussion is at an early stage, and I will bring a detailed proposal to a future meeting for consideration.

2.3 I have spent time working with the Responsible Finance Officer to draft the new Financial Regulations for consideration and in drafting a new policy which is the Employer Discretion

policy which is linked to the Local Government Pension Scheme. I have also undertaken a review of policies which are needed including a Declaration of Personal interests, gifts and hospitality for staff which I will bring to the next Staffing committee meeting in July.

I will be spending time with the Engagement team to look at a review of the festival organisation to ensure that the staff are best placed to have time to engage with the attendees as much as is practically possible, there will be an evaluation of Murdoch Day taking place on 27th June.

2.4 Following the community welcome event on 16th May, the Town Mayor and myself, met with our counterparts from Camborne Town Council to explore ways in which we could collaborate and gain economies of scale on for example sharing of machinery and equipment. We plan to meet bi-monthly to progress this relationship for positive outcomes for both parishes.

2.5 External meetings attended:

- Meeting with University of Exeter re: design brief for the new Discover Redruth hub in the library area
- Skylite Associates
- CCTV meeting
- Meeting with Camborne Town Council
- Meeting with structural engineer, Richard Gowan Consulting Ltd
- Code of Conduct CALC training
- Buttermarket visit with Redruth Revival CIC
- Meeting with Town Crier
- Meeting with Sue Hill
- Meeting with Active Plus Managing Director
- Meeting with Krowji director
- Meeting with CEO - Carefree
- Meeting with Rosi Jolley
- Meeting at Carn Brea Parish Council
- Meeting with Cornwall Council Community Capacity funding team
- Meeting with Store Manager of Tesco, Redruth
- Meeting with Josh & Felix at the Ladder
- Meeting with leader of the Memory café
- Meeting with Jon Mitchell – Environment service, Cornwall Council
- Attendance at Redruth Town team meeting
- Attendance at Murdoch Day
- Meeting with Rev at St Andrews church
- Meeting with Headteacher at Redruth School
- Fact finding visit to meet The Brick and Wigan Council leaders in Wigan, Lancs
- Treleigh School visit
- Stake park meeting
- Meeting with Jobcentre Plus manager

2.6 To attend in next period:

- Meeting with RR Transport
- Meeting with Redruth Revival CIC
- Treleigh School planting project
- Meeting with Skylite Associates
- Chamber of Commerce meeting
- Redruth football club meeting

- Emergency plan meeting
- Larger Councils meeting which Redruth will be hosting

3.0 **RECOMMENDATION**

To note and accept the report of the Town Clerk.

REPORT FOR: Meeting of the Council on 24th June 2024

SUBJECT OF REPORT: To update the Town Council on the work of the Youth Council

1. SUMMARY OF IMPLICATIONS

- | | | | |
|----|-----------|---|----|
| a. | Policy | - | No |
| b. | Financial | - | No |
| c. | Legal | - | No |

2. TERMS OF REFERENCE

To report upon the activities of Redruth Youth Council.

3. REPORT

3.1 Murdoch Day

Youth Councillors were pleased, as always, to take part in Murdoch Day. This year, they took their usual place in the parade, engaging with the crowds and performing their customary role of speed control to avoid large gaps developing amongst the participants.

In addition to the parade, Youth Councillors conducted surveys with festival goers on the subject of the town centre. Feedback from these surveys will be provided at the next meeting of the Council.

Finally, Youth Councillors ran two afternoon silent disco sessions at the Civic Centre. (Thank you to the Library Team for running the first session on the Youth Council's behalf while the parade was taking place.) The events were the culmination of several months of work with Keira. Youth Councillors were involved in the planning process, providing support and evidence for the grant application. They then designed the playlists, attended the Civic Centre for a training session and did an excellent job of supervising and organising on the day. Both sessions were at capacity for almost the entire time and feedback was very positive. Those attending completed surveys which have been passed to Keira who will now evaluate the event.

Youth Councillors have provided the Operations Officer with feedback on both the silent disco and Murdoch Day as a whole. This information will, as always, be passed to the Engagement Team as part of the festival evaluation process.

3.2 Monthly Youth Council Meeting

Since the last meeting of this Council, Redruth Youth Council has had one monthly meeting. Youth Councillors finalised their preparations for Murdoch Day and provided feedback to the Engagement Team on their suggestion of a 'Quiet Room' at festivals. They also devised a number of questions to be put to Town Councillors at the Annual Town Meeting, discussed the relationship between the Town and Youth Councils, finalised arrangements for the Community Event held later that day at the Civic Centre, heard from the Town Clerk about the new grants scheme, received updates from the Youth Council Treasurer and Secretary/PR

Champion and, as always, put forward ideas for future activities/issues they would like to discuss.

3.3 Community Event

Two Youth Councillors attended the Town Council's Community Event on 16th May, engaging with many of our partners. They did a great job of talking about the work of the Youth Council, building relationships and discussing possible future collaborations. A member of Camborne Youth Council was also in attendance and an initial conversation took place regarding working together. I have made contact with Camborne Town Council to further this aim and hope to be in a position to put a meeting in the diary soon.

3.4 Question & Answer Session with Parliamentary Candidates

Youth Councillors have invited all candidates standing for election in the Camborne, Redruth and Hayle constituency to a Question & Answer session. A verbal update will be given at the meeting.

3.5 Annual Town Meeting

Councillors will recall the Youth Council asking a number of questions at the Annual Town Meeting on 20th May. Youth Councillors would welcome a response to these questions, which are set out below for ease of reference:

Transport

- Could the Council please work to obtain more accessible transport to places like Portreath?
- Pedestrian safety is a real issue in several locations, including the Portreath Road and Drump Road. We ask the Council to improve safety and publicise alternative options to walking on the road where available.
- Please put pressure on to get potholes fixed!

Leisure

- The Youth Council believes that Redruth should be vibrant with facilities and activities to bring people in to town. Could the Council please support:
 - Creating more low-cost entertainment facilities, including places to sit down and eat in the evenings and activities for under-18s, particularly at the weekends when we feel there isn't much to do
 - Developing shopping options to ensure that local residents are able to purchase what they want without having to travel outside the parish and supporting existing businesses to develop
 - Encouraging small businesses and shops to come to Redruth
- We would like Redruth to grow its festivals and events. Could the Council:
 - introduce an annual 'Redruth Day' where we can all celebrate the good things about our town?
 - introduce a 'Festival of Making'
 - bring festivals along the lines of Tropical Pressure to Redruth
- Please make more use of spaces like St Rumon's Gardens for activities

Environment

- We ask the Town Council to plant more trees and flowers in its own spaces and support the planting of more trees and flowers across the parish.
- We also ask you to support the transformation of the Clotworthy's site into a town centre green space.
- Why are there no recycling bins in the town?

Other

- Could you please set out some of the bigger issues you are currently dealing with?
- Please support the ending of period poverty in Redruth, ensuring that those who need them have access to period products. We believe that the Town Council should openly support this campaign and publicise the efforts of those already working towards this goal.
- Where has the town patrol gone? Were they effective?

4. **RECOMMENDATIONS**

Councillors are respectfully requested to provide a response to the questions raised by the Youth Council at the Annual Town Meeting. It is recommended that the remainder of this report is noted.

Abigail Hunt
Operations Officer

REPORT FOR: Meeting of the Council on 24th June 2024

SUBJECT OF REPORT: To consider the future of the Meet Your Councillor events

1. SUMMARY OF IMPLICATIONS

- | | | | |
|----|-----------|---|----|
| a. | Policy | - | No |
| b. | Financial | - | No |
| c. | Legal | - | No |

2. TERMS OF REFERENCE

To provide feedback on the Meet Your Councillor events held during the Council year 2023-24 and consider the future of these events.

3. REPORT

3.1 Background

In March 2023, Councillors approved the introduction of monthly 'Meet Your Councillor' events. The aim was to facilitate direct access between local residents and their elected representatives, providing an opportunity to raise any concerns or provide feedback.

It was hoped that the events would enable:

- Councillors to be more visible to their electorate and understand those issues important to residents of the Parish;
- The Town Council to communicate better its role in the community, assist in promoting its work and vision for the parish and in achieving its mission of being at the heart of the community;
- Increased partnership-working;
- Ongoing community consultation to understand the priorities of residents and businesses.

It was agreed that the Engagement Team would take responsibility for a campaign to advertise the events and ensure that the public were aware of the opportunity to attend.

3.2 Feedback

Between May 2023 and April 2024, twelve Meet Your Councillor events were scheduled. A rota for the year was agreed, with each Councillor given notice of the dates they were due to attend well in advance. Three Councillors were scheduled to be present at each session, with no Councillor being asked to attend more than three events.

The events were primarily scheduled for the third Saturday of each month, allowing those present to report back to Full Council shortly afterwards, sharing information with colleagues and making proposals for action where appropriate under a standing item on the Agenda.

Three sessions were subsequently cancelled due to lack of Councillor availability. Seven events went ahead with two Councillors present and there was one Councillor in attendance for the remaining two events.

An information pack was produced by officers to assist Councillors in promoting the work of the Town Council, clarify responsibilities and assist Councillors to correctly signpost residents to the support available to them.

It is acknowledged that the events could have been better advertised. There were also some concerns raised by the Library Team about the impact of the sessions on their activities. Engagement with the electorate was at its highest when the sessions were held on the day of a town festival and Councillors were based outside on Fore Street.

All events took place either in the Civic Centre or at a stall on Fore Street. No ad-hoc venues were trialled, although it is still believed that use of other community spaces could enable engagement with a different audience.

It had been anticipated that partner organisations and individuals could be invited to attend the Meet Your Councillor events, either on a regular basis, or ad-hoc to address specific issues. This did not take place, with the focus instead on establishing the events and incorporating feedback.

4. **RECOMMENDATIONS**

It is recommended that Councillors consider the future of Meet Your Councillor events and advise officers how they wish to proceed with future such events.

Abigail Hunt
Operations Officer



REDRUTH TOWN COUNCIL FINANCIAL REGULATIONS

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1. GENERAL

- 1.1 These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2 Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3 Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4 In these Financial Regulations:
- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5 The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;
- acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6 **The council must not delegate any decision regarding:**
- **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing;**
 - **declaring eligibility for the General Power of Competence; and**

- **addressing recommendations from the internal or external auditors**

1.7 In addition the council must:

- determine and regularly review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000;

2. RISK MANAGEMENT AND INTERNAL CONTROL

2.1 **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2 The RFO shall prepare, for approval by the Finance Committee, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3 When considering any new activity, the Clerk, with the RFO, shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4 **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5 **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6 At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements as evidence of verification. This activity, including any exceptions, shall be reported to and noted by the Finance Committee.

2.7 Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. ACCOUNTS AND AUDIT

3.1 All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2 **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

- 3.3 The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4 The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them with any related documents to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5 **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6 **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7 The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8 The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9 Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12 The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.
- 4. BUDGET AND PRECEPT**
- 4.1 **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

- 4.2 Budgets for salaries and wages, including employer contributions shall be reviewed by the Staffing Committee at least annually for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Staffing Committee. The RFO will inform committees of any salary implications before they consider their draft budgets.
- 4.3 No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4 Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve with the formal approval of the full council).
- 4.5 Each committee shall review its draft budget and submit any proposed amendments to the finance committee not later than the end of November each year.
- 4.6 The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7 Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of December for the ensuing financial year.
- 4.8 **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9 The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10 The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11 Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Finance Committee.

5. PROCUREMENT

- 5.1 **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2 The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3 Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4 **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

- 5.5 Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6 For contracts estimated to exceed £50,000 excluding VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the Finance Committee OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7 For contracts estimated to be over £25,000 excluding VAT, the council must comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8 For contracts greater than £3,000 excluding VAT the Clerk or RFO shall seek at least three fixed-price quotes;
- 5.9 where the value is between £300 and £3,000 excluding VAT, the Clerk or RFO shall try to obtain three estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10 For smaller purchases, the Clerk or RFO shall seek to achieve value for money.
- 5.11 Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13 When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Finance Committee. Avoidance of competition is not a valid reason.
- 5.14 The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15 Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, up to £10,000 excluding VAT.
 - In the absence of the Clerk, any member of the Senior Management Team, up to £5,000 excluding VAT
- 5.16 No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council, or enter into any contract on behalf of the council.
- 5.17 No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Finance Committee, except in an emergency.
- 5.18 In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk may authorise expenditure of up to £10,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the Finance Committee as soon as practicable thereafter.

- 5.19 No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the Finance Committee is satisfied that the necessary funds are available. Where a loan is required, Government borrowing approval has been obtained first.
- 5.20 A purchase order shall be issued for work, goods and services unless a formal contract is to be prepared or a purchase order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21 The ordering system, including a record of all purchase orders issued shall be controlled by the RFO.
- 5.22 Before any contract is awarded, the RFO must carry out due diligence on the supplier to ensure there are no adverse indicators on the public record (for example at Companies House) or any other indicators of risk to the Council should the contract be granted.
- 5.23 Before any purchase order is completed, the budget holder and RFO should consider whether the supplier is the best option having regard to, for example, locality, environmental considerations, reputation, and service delivery as well as price.
- 5.24 The above provisions should be read in conjunction with the Details of Delegation to Officers set out in the Standing Orders.

6. BANKING AND PAYMENTS

- 6.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council. Banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank plc. The arrangements shall be reviewed annually for security and efficiency.
- 6.2 The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3 All invoices for payment should be examined for arithmetical accuracy, compared to the purchase order where relevant, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council. The budget-holder should indicate their approval to the invoice before being certified by the RFO.
- 6.4 Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5 All payments shall be made by online banking, in accordance with a resolution of the Finance Committee, unless the Finance Committee resolves to use a different payment method.
- 6.6 For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the Finance Committee may authorise in advance for the year.
- 6.7 A list of such payments shall be reported to the next appropriate meeting of the Finance Committee for information only.

- 6.8 The Clerk shall have delegated authority to authorise payments in the following circumstances:
- i. any payments of up to £10,000 excluding VAT, within an agreed budget.
 - ii. payments of up to £10,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of the Finance Committee, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £50,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance Committee.
- 6.9 The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the Finance Committee. The Finance Committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.
- 7. ELECTRONIC PAYMENTS**
- 7.1 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify at least six councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk and RFO may be authorised signatories, but no signatory should be involved in approving any payment to themselves.
- 7.2 All authorised signatories shall have access to view the council's bank accounts online.
- 7.3 No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4 The Service Administrator (the RFO) shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent to two authorised signatories, being the Town Clerk and one authorised councillor.
- 7.5 In the prolonged absence of the Service Administrator the Clerk shall set up any payments due before the return of the Service Administrator and two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.6 Evidence shall be retained showing which members approved the payment online.
- 7.7 A full list of all payments made in a month shall be provided to the next council meeting.
- 7.8 With the approval of the Finance Committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed or approved online by the Clerk and two authorised

members. The approval of the use of each variable direct debit shall be reviewed by the Finance Committee at least every two years.

- 7.9 Payment may be made by BACS or CHAPS by resolution of the Finance Committee provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.10 If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by the Clerk and two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.11 Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.12 Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.13 Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. CHEQUE PAYMENTS

- 8.1 Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk.
- 8.2 A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3 To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. PAYMENT CARDS

- 9.1 Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £300 excluding VAT unless authorised by council or finance committee in writing before any order is placed.
- 9.2 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance Committee. Transactions and purchases made will be reported to the Finance Committee and authority for topping-up shall be at the discretion of the Finance Committee.
- 9.3 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and Engagement Officer and any balance shall be paid in full each month.
- 9.4 Personal credit or debit cards of members or staff shall not be used except for expenses of up to £100 excluding VAT, incurred in accordance with council policy.

10. PETTY CASH

- 10.1 The RFO shall maintain a petty cash float of up to £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received shall only be paid into the petty cash float while local banking arrangements do not allow for the banking of incomplete coin bags. Any income paid into the petty cash float shall be recorded as such.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.
 - d) Any petty cash float should be kept in a locked safe.

11. PAYMENT OF SALARIES AND ALLOWANCES

- 11.1 **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2 **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3 Salary rates shall be agreed by the Staffing Committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Staffing Committee.
- 11.4 Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5 Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6 Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the finance committee to ensure that the correct payments have been made.
- 11.7 Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8 Before employing interim staff, the council must consider a full business case.

12. LOANS AND INVESTMENTS

- 12.1 Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3 The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must written

be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4 All investment of money under the control of the council shall be in the name of the council.

12.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. INCOME

13.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2 The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk.

13.3 Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4 All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5 Personal cheques shall not be cashed out of money held on behalf of the council.

13.6 The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7 Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8 Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

14.1 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2 Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. STORES AND EQUIPMENT

15.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section

15.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

- 15.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4 The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. ASSETS, PROPERTIES AND ESTATES

- 16.1 The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3 The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4 No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. INSURANCE

- 17.1 The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2 The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3 The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the Finance Committee at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.
- 17.4 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. CHARITIES

- 18.1 Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 19.1 The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2 The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3 The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Date: 13/06/2024

**Redruth Town Council Current Year
Current/High Interest Accounts
List of Payments made between 15/05/2024 and 13/06/2024**

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
Direct Debits				
16/05/2024	Sage (UK) Ltd	DD40	179.40	Sage payroll subscription
16/05/2024	Lloyds Bank credit cards	DD41	429.17	Credit card April 2024
20/05/2024	UK Fuels Ltd	DD42	7.20	Fuel
22/05/2024	BES Commercial Electricity Ltd	DD43	130.94	Electricity 4 Market Way
22/05/2024	3006437720 Total Energies Gas	DD44	17.31	Lighting for public mural
22/05/2024	3006437742 Total Energies Gas	DD45	25.95	Electricity for New Cut
22/05/2024	3006437764 Total Energies Gas	DD46	1,865.71	Electricity
22/05/2024	3006437731 Total Energies Gas	DD47	13.77	Electricity 12 Market Way
22/05/2024	3006455870 Total Energies Gas	DD48	20.37	Electricity for 3 Market Way
22/05/2024	3006519197 Total Energies Gas	DD49	603.48	Electricity for the Chambers
22/05/2024	3006730210 Total Energies Gas	DD50	16.75	Electricity 7 Market Way
22/05/2024	3007903790 Total Energies Gas	DD51	142.19	Civic Centre Electricity
24/05/2024	Vodafone	DD52	617.68	Mobile phone bills
22/05/2024	British Gas Trading Limited	DD53	37.40	Electric for Facilities Yard
28/05/2024	UK Fuels Ltd	DD54	24.88	Fuel
29/05/2024	3001434810 Total Energies Gas	DD55	472.49	Chambers Gas - April 2024
29/05/2024	3005968570 Total Energies Gas	DD56	354.02	Gas - Civic Centre April 2024
30/05/2024	Acronyms Ltd	DD57	114.00	Laptop Battery
30/05/2024	Acronyms Ltd	DD58	1,107.60	Lenovo ThinkPad E16
30/05/2024	Acronyms Ltd	DD59	1,264.70	Monthly (Apr) IT charges
03/06/2024	UK Fuels Ltd	DD60	112.12	Diesel
03/06/2024	Biffa Waste Services Ltd	DD61	125.54	Recycling waste collection
03/06/2024	Biffa Waste Services Ltd	DD62	456.28	Waste collection
03/06/2024	10721248 South West Water	DD63	8.82	Monthly DD payment - Rumons Gardens
03/06/2024	Cornwall Council	DD64	1,035.00	NDBR 1st and 2nd floor
03/06/2024	Cornwall Council	DD65	157.00	NDBR Market Place
03/06/2024	Cornwall Council	DD66	3,385.00	NDBR Civic Centre
03/06/2024	Cornwall Council	DD67	222.00	NDBR Facilities Yard
04/06/2024	Hewlett-Packard Int Bank	DD68	276.57	Tablets
10/06/2024	Acronyms Ltd	DD69	79.50	Voip package May 2024

Date: 13/06/2024

Redruth Town Council Current Year

Current/High Interest Accounts

List of Payments made between 15/05/2024 and 13/06/2024

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
10/06/2024	UK Fuels Ltd	DD70	110.01	Diesel
12/06/2024	adobe systems software ireland	DD71	34.58	P/Ledger Electronic Payment
			<u>13,447.43</u>	

Faster Payments

17/05/2024	EON Next Energy Limited	FP104	41.80	Electricity - 5 Market Way
17/05/2024	SJ Andrew and Sons Ltd	FP105	10.79	Shackles & Swarfega
17/05/2024	Cornwall Pride	FP106	500.00	Grant approved Fin Comm
17/05/2024	James Carroll t/a Searched It	FP107	68.00	Glass Hire - Community Event
17/05/2024	ESE Direct Ltd	FP108	40.68	Suspension files
17/05/2024	5030282201 Pennon Water Servic	FP109	41.62	Clinton Road - water
17/05/2024	Cormac Solutions Ltd	FP110	1,847.39	Vehicle hire charges - May
17/05/2024	Annie Grace Kitto	FP111	2,100.00	Market Way/ New Cut toilets
17/05/2024	EON Next Energy Limited	FP112	63.00	Electricity - 6 Market Way
17/05/2024	ITEC Connect Limited	FP113	41.24	Photocopier hire April
17/05/2024	Mill Signs	FP114	139.65	RIM&PF signs
17/05/2024	Cirque Du Ciel Limited	FP115	750.00	Circus workshop from funding
17/05/2024	Cornwall Council	FP116	600.00	Occupational Health services
17/05/2024	Relyon Guarding & Security Ser	FP117	39.00	Alarm response 11/05/2024
17/05/2024	Control Print Limited	FP118	44.40	Grant scheme postcards
17/05/2024	Hudson Accounting Ltd	FP119	450.00	2023/24 Year-end Audit
17/05/2024	Skylite Associates Ltd	FP120	564.00	HR Services
29/05/2024	MacSalvors Ltd	FP121	382.04	Strimmer/trimmer gloves, caps
29/05/2024	Rialtas Business Solutions	FP122	132.00	MTD for VAT software
29/05/2024	40407797 South West Water	FP123	22.08	Water bill
29/05/2024	Contacta Systems Limited	FP124	214.20	Community centre hearing loop
29/05/2024	Detail withheld	FP125	500.00	Honorarium 23/24
29/05/2024	PJD Martin Ltd	FP126	1,522.98	Hot water heater repairs
30/05/2024	Zurich Municipal	FP127	2,371.50	Motor Insurance 1/6/24-31/5/25
30/05/2024	Zurich Municipal	FP128	12,214.01	P/Ledger Electronic Payment
29/05/2024	Net wages - May 2024	FP129 - 153	41,397.07	Individual payment details with-held

Date: 13/06/2024

Redruth Town Council Current Year
Current/High Interest Accounts
List of Payments made between 15/05/2024 and 13/06/2024

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
06/06/2024	Barbara Blake	FP154	7.20	Home library service mileage
06/06/2024	SJ Andrew and Sons Ltd	FP155	61.61	Waterproof boots
06/06/2024	Aquam Water Services Ltd	FP156	1,198.80	Standpipe Hire Charges
06/06/2024	Cornwall Council	FP157	1,362.96	CCTV Maintenance
06/06/2024	Control Print Limited	FP158	549.20	A Summer record
06/06/2024	The Business Supplies Group	FP159	236.43	Folders/files, BluTack, markers
06/06/2024	Propest Solutions Ltd	FP160	180.00	Pest control contract
06/06/2024	5019325201 Pennon Water Servic	FP161	31.07	Raymond Rd allotments services
06/06/2024	Krowji Ltd	FP162	175.00	Rent for month - Yard U14
06/06/2024	C Applegarth Cleaning Services	FP163	20.00	Window Cleaning
07/06/2024	Cornwall Pension Fund	FP164	13,166.13	Pension Contributions May 24
06/06/2024	B&Q - Camborne	FP165	92.85	LWR Mt Ambrose planting
06/06/2024	Warrior Warehouses	FP166	56.00	40 sack refuse h/duty
06/06/2024	JDS Properties & Developments	FP167	752.68	Annual servicing of Air Con/He
06/06/2024	Fair Meadow Redruth Ltd	FP168	1,000.00	Car parking fees Apr-June 2024
07/06/2024	HMRC	FP169	12,305.20	PAYE and NI May 2024
06/06/2024	EDF Energies	FP170	66.87	Electricity - May 24
13/06/2024	South West Loos	FP171	240.00	Toilet hire - Murdoch Day
			<u>97,599.45</u>	

Petty Cash

15/05/2024	Petty cash	PC61	7.20	Milk and coffee
22/05/2024	Petty cash	PC62	1.20	Milk
22/05/2024	Gyllyngvase Glass Hire	PC63	2.50	Broken glass - event
28/05/2024	Petty cash	PC64	7.20	Thread and needles
28/05/2024	Petty cash	PC65	2.00	Milk
28/05/2024	Petty cash	PC66	8.60	Paraffin and milk
04/06/2024	Petty cash	PC67	2.50	Milk
06/06/2024	Petty Cash	PC68	1.35	Milk for office
			<u>32.55</u>	